

**WEST BRANCH DISTRICT LIBRARY
BOARD OF TRUSTEES MEETING
May 3, 2021 5:00 p.m.**

Call to order by president K. Michael at 5:00 p.m. followed by the pledge of allegiance.

Members present: K. Michael, T. Barnhart, S. Jennings, Y. Mahl, D. Beamish, S. Smith, J. Headings, K. Shirey and director J. Sheridan. Absent: M. Durfee

Agenda: Director asks that we add to item #6 FOIA and #7 Computer usage policy to new business. T. Barnhart motioned to accept agenda as presented with additions, supported by S. Smith. All in favor, motion passed.

Public Comment: None

Board Minutes: on file. K. Michael motioned to accept minutes from previous board meeting, T. Barnhart supported, all in favor, motion passed.

Bills to Pay: John reviewed with the board the bills generated to mid-April and again those to pay the end of April. On review of checks to sign S. Smith asked director to investigate the charge still coming in from Standard Insurance company on retired employee. This should be removed. K. Shirey motioned to pay bills, S. Jennings supported, all in favor, motion passed.

Financials: on file. John reviewed current financial status, with about 75% revenue obtained. YTD is on target. Report on CD interest was not being received from bank and he did obtain information.

Correspondence: MUCC letter of approved membership received as well as the renewal to the Chamber of Commerce. It was discussed that since we are not retail store that acceptance of Chamber Bucks would not be reasonable. However, we will continue to support the Chamber.

Old Business: Our attorney has been ill but reassures John that they will be pursuing the millage issue. We are hoping to have more detailed report by next meeting.

New Business: Discussion on pros and cons of renewing lease on current machine or replacing the printer. Prices reviewed. S. Smith motioned to enter into a new 5-year lease with Xerox with a replacement similar to our current machine but at a savings. S. Jennings supported, all in favor, motion carried. "Access Video for Libraries" program was reviewed and discussed in length. We were reassured it will work with DSL or Satellite set ups but may not stream as well as fiber lines. But overall, it looks like a very good potential product for patron usage. T. Barnhart motioned to proceed with program with clarification of price and accept up to \$1212.40 for the lease. Y. Mahl supported, all in favor, motion carried. Budget Amendments (on file) were reviewed in detail and each line item explained. Due to issues with meetings and Covid requirements this was delayed until today, usually these would be done at least quarterly. S. Smith motioned to accept the budget amendments as proposed: \$36,800.00 transferred out of line items and to transfer in \$36,800.00 to amend necessary line items. T. Barnhart supported; motion passed. Review of 2021-2022 preliminary budget was done. Members to review and be ready to vote on next meeting. Staff request for clarification of July 4th holiday was done. Motion by S. Smith to close July 3-4-5, 2021 for holiday, T. Barnhart supported, all in favor, motion carried. John reviewed with board FOIA policy procedures. New policy for computer usage was discussed. Motion by K. Michael to accept with new wording "Library staff may be unable to give a private tutorial on any program or database or to assist patrons in detailed instruction or extended internet searches. Assistance times will be limited." supported by S. Jennings, all in favor, motion carried.

Next meeting June 7, 2021 5:00 p.m.

Meeting adjourned at 6:50 p.m.

K. Shirey, secretary